

BUILDING MANAGER RESPONSIBILITIES

1. All commands will appoint building managers/monitors to oversee/ensure that buildings within their area of cognizance have been secured to minimize damage from sustained high winds, (i.e. tie down loose objects, relocate equipment in low-lying areas, inspect/check emergency generators for proper operation). The last thing the building manager should do if the building will not be occupied during the event is notify the NAVSTA Norfolk QD at 322-2365/66/67 and provide them with the building number and a point of contact phone number to reach in the event of emergency requiring building access. The following material is recommended for use in preparing for and recovering from storm conditions:

- a. First aid kit.
- b. Flashlights/batteries.
- c. Nylon line.
- d. Plywood, 2x4's, 4x4's, nails, hammers and saws.
- e. Bottled water.
- f. Battery operated radio.
- g. Cell phone.